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Organizational matters

Annual work plan 2004 of the Executive Board of UNDP and UNFPA

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I. Overview

1. The draft annual work plan 2004 was prepared by the Executive Board secretariat in consultation with the Bureau of the Executive Board. As agreed by the Board at its second regular session 2003, there will be two regular sessions and one annual session in 2004.

2. A joint session of the Executive Board of UNDP and UNFPA and the Executive Board of the United Nations Children's Fund (UNICEF), with the participation of the World Food Programme (WFP), will be held during the first regular session in January 2004.

II. UNDP

A. Policy and management

3. At the first regular session 2004, the Administrator will present proposals for reporting to the Executive Board on the multi-year funding framework, 2004-2007, in response to decision 2003/24. The proposal identifies important conceptual and methodological advances that will help the organization to monitor its contribution to development change. Included in the proposal are specific indicators and benchmarks to measure progress towards results. They can serve to inform the entire range of management and oversight processes in use, thus strengthening accountability and results orientation at all levels of the organization.

4. Reporting under the MYFF, 2004-2007, should also be seen as complementary to, and providing the empirical basis for, the Administrator's annual report, which will be presented to the Board at its annual session 2004. The annual report will comprise three sections: an overview of 2003, results achieved and the final report on the Business Plans, 2000-2003.

5. The Executive Board will have before it the management response to the MDG report at its first regular session. The management response is centred on the challenges identified by the assessment of the MDG reports in document DP/2003/34 with respect to the quality of MDG reports and the process for preparing country reports. At the annual session, the Board will review the management response to the role of UNDP in the poverty reduction strategy paper (PRSP) process.

6. At the first regular session, the United Nations Development Fund for Women (UNIFEM) will present its multi-year funding framework, 2004-2007. Building on achievements and lessons learned from the first two Strategy and Business Plans, 1997-1999 and 2000-2003, as well as on the directions and priorities articulated by the Executive Board at the mid-term review of Strategy and Business Plan, 2000-2003, the UNIFEM MYFF contains proposals for UNIFEM operations and guides the organization's strategic policy and management direction for the next four years.

7. At its first regular session, the Executive Board will review the report of the Executive Director of the United Nations Office for Project Services (UNOPS) on the implementation of the 2003 budget (DP/2004/6) and the implementation of the change management process (DP/2004/7). UNOPS will present its annual report of

the Executive Director to the Board at the annual session, and the annual review of the financial situation at the second regular session in September.

8. At the annual session, United Nations Volunteers will present an overview of its achievements for the biennium 2002-2003 and identify opportunities and challenges that lie ahead.

B. Programme matters

9. *Assistance to Myanmar.* At the first regular session 2004, the Administrator will report to the Executive Board on assistance to Myanmar outlining the major conclusions, recommendations and strategic challenges identified by the independent assessment mission of the Human Development Initiative phase IV (2002-2004).

10. *Country programme documents.* In accordance with Executive Board decision 2001/11, country programmes presented to the Board in 2003 will be approved on a no-objection basis without presentation or discussion at the first regular session 2004. At this same session the Executive Board will also take note of the one-year extensions of the second country cooperation frameworks (CCF) for the Democratic People's Republic of Korea and the Republic of Korea and of the first extension of the first subregional cooperation framework for the countries of the Organisation of Eastern Caribbean States and Barbados, approved by the Administrator. It will also approve a two-year extension of the second CCF for Guyana

11. *Technical cooperation among developing countries.* At its first regular session 2004, the Executive Board will have before it for approval a one-year extension of the second cooperation framework for technical cooperation among developing countries. The framework underlines the use of South-South cooperation: (a) as a strategy enabling developing countries to become more effective participants in multilateral development cooperation; and (b) as a complementary development platform, enabling all development partners to pool policy, institutional, technical and financial resources towards achieving the MDG of halving extreme poverty by 2015.

12. *Joint segment.* During the joint segment of the first regular session 2004, UNDP and UNFPA will present separate reports to the Economic and Social Council on activities undertaken in 2003. UNDP, UNFPA and UNOPS will also report on the implementation of recommendations of the Board of Auditors.

13. At its first regular session 2004, the Board will have before it reports from UNDP and UNFPA on the relevant outcomes of the Fourteenth Meeting of the UNAIDS Programme Coordinating Board. The reports specifically demonstrate how the organizations propose or have begun to implement the recommendations.

14. At the annual session, UNDP and UNFPA will present reports on progress in implementing decision 2001/11 on programming processes.

C. Financial, budgetary and administrative matters

15. The Executive Board will review the status of regular funding commitments to UNDP and its associated funds and programmes at the annual session 2004 in accordance with decision 98/23. In accordance with established practice, at its second regular session 2004, the Board will have before it the annual review of the financial situation for 2003, information on United Nations system technical cooperation expenditures, a report on cost recovery policy, and the report of the Inter-Agency Procurement Services Office for the biennium 2002-2003.

III. UNFPA

16. In 2004, a key focus of UNFPA will be to strengthen the capacity of the Fund to assist countries to further implement the Programme of Action of the International Conference on Population and Development (ICPD) in the context of poverty eradication and the Millennium Development Goals (MDGs). The Fund's new strategic direction, embodied in the multi-year funding framework (MYFF), 2004-2007, better positions UNFPA to assist programme countries in achieving the goals of the Millennium Declaration, ICPD and the key actions of ICPD+5.

17. In marking the tenth anniversary of ICPD in 2004, the focus is on reviewing achievements, challenges and lessons learned at the national and regional levels. The review process seeks to reinforce and complement efforts to track progress in achieving the MDGs, focusing in particular on the linkages between ICPD goals and the MDGs.

18. During 2004, UNFPA will also consolidate and strengthen its collaboration with partners, including programme and donor countries, United Nations agencies, non-governmental/civil society organizations, intergovernmental organizations, parliamentarians and foundations. The Fund will continue to strengthen the results-based management approach in the programming process and to build the capacity of UNFPA staff and national partners to manage for results, including through investing in staff training and development. UNFPA will continue its efforts to become a more effective partner in integrating gender, population and reproductive health, including HIV/AIDS prevention, into sector-wide approaches (SWAps) and poverty reduction strategy paper (PRSP) processes.

A. Policy and programme matters

19. At each session, in her statements to the Executive Board, the Executive Director will update the Board on key developments in the work of UNFPA, as well as the environment in which the Fund works.

20. At the first regular session, UNFPA will submit the MYFF, 2004-2007, for approval by the Executive Board. The MYFF is the Fund's medium-term strategic plan and main policy document and aims to strengthen and monitor the Fund's contribution to the implementation of the ICPD Programme of Action and the achievement of the MDGs. The MYFF comprises a strategic results framework and an integrated resources framework. The MYFF also sets out steps for improving the Fund's organizational effectiveness in achieving development results.

21. At the first regular session, the UNFPA intercountry programme, 2004-2007, will be submitted for approval by the Executive Board. The intercountry programme, 2004-2007, is consistent with the goals and outcomes of the MYFF and with the strategic direction of UNFPA. The intercountry programme, 2004-2007, is composed of an interregional programme and four regional programmes. It is designed to strengthen the capacity of countries to implement the ICPD Programme of Action and the key actions of ICPD+5 and achieve the MDGs. At the same session, in accordance with decision 2001/11, the Board is called on to approve ten country programmes.

22. At the first regular session, the Executive Board will also have before it the Review of the WHO/UNICEF/UNFPA Coordinating Committee on Health. As recommended in the review, the Executive Board may wish to endorse the discontinuation of the WHO/UNICEF/UNFPA Coordinating Committee on Health.

23. At the first regular session, under the joint UNDP/UNFPA segment, UNFPA will submit a report on follow-up to the report of the United Nations Board of Auditors for 2000-2001: Status of implementation of recommendations; a report to the Economic and Social Council; and a report on the UNFPA response in implementing the UNAIDS Programme Coordinating Board recommendations of June 2003.

24. At the annual session, in her annual report for 2003, the Executive Director will provide the Executive Board with highlights of the UNFPA programme for the year as well as a statistical overview. The annual report will also outline progress achieved in the areas of SWAps, humanitarian assistance and reproductive health commodity security.

25. At the annual session, UNFPA will submit a periodic report on evaluation. At the same session, UNFPA will submit draft country programme documents developed under the harmonized programming process set forth in decision 2001/11. A note on assistance to Myanmar will also be submitted at this session.

26. In response to decision 2001/11 on the programming process, UNFPA and UNDP will jointly present, at the annual session, a report on progress in implementing that decision. In addition, in response to decisions 2003/7 and 2003/18, UNDP and UNFPA will jointly present a report on joint programming. Under the joint segment with UNDP and UNOPS, UNFPA will submit a report on internal audit and oversight.

27. At the second regular session, in response to decision 2002/3, the Executive Director will submit to the Executive Board a report on a midterm review on the UNFPA Technical Advisory Programme. Draft country programme documents will also be presented at this session.

B. Managing for results

28. The Executive Director will report periodically to the Executive Board during the year on how the Fund is strengthening its organizational effectiveness and managing for results with specific reference to the Fund's 2004 priority pillars. The MYFF, 2004-2007, outlines how UNFPA will monitor its progress in managing for results, and how it will report on results. During the 2004-2007 MYFF cycle, the Fund will further streamline and strengthen organizational structures and enhance internal processes for increased organizational effectiveness.

29. The effective delivery of programmes at the country, regional and interregional levels will continue to be a central concern of the Fund. UNFPA will also continue to strengthen the capacity of country offices and national counterparts to improve the quality of results-based management and reporting.

30. Successful implementation of the UNFPA intercountry programme, 2004-2007, will depend on close interlinkages and mutual support between the regional and interregional programmes. A management plan to ensure optimal linkages, close monitoring and evaluation of projects, and quality control in the design and execution of projects and in the selection of partner agencies will guide the programme.

C. Financial, budgetary and administrative matters

31. At the annual session, in conjunction with the presentation of the report on the funding commitments to UNFPA, donors would announce pledges to UNFPA, if they have not already done so earlier.

32. The Executive Director will submit to the Executive Board, at its second regular session, a report on revised financial regulations and rules, as well as a report on a revised policy for overhead cost recovery. The Executive Board will also have before it a report of the Advisory Committee on Administrative and Budgetary Questions on the aforementioned matters. UNFPA will also submit the annual financial review 2003, at the same session.

Annual work plan 2004 of the Executive Board of UNDP and UNFPA

First regular session: 23 - 30 January 2004

1. Organizational matters

   - Election of the Bureau of the Board for 2004
   - Adoption of the agenda and work plan for the session
   - Adoption of the report on the second regular session 2003
   - Adoption of the annual work plan 2004 of the Executive Board

UNDP segment

2. Evaluation

   - Management response to the assessment of the MDG reports

3. Multi-year funding framework

   - Proposals for reporting on the MYFF

4. United Nations Development Fund for Women

   - UNIFEM multi-year funding framework, 2004-2007

5. Country programmes and related matters

   - Approval of country programmes
   - Report of the assessment mission to Myanmar
   - Extension of the second cooperation framework for TCDC
   - Extensions of country cooperation frameworks

6. UNOPS

   - Implementation of the 2003 budget
   - Implementation of the change management process

Joint UNDP/UNFPA segment

7. Reports of UNDP, UNFPA and UNOPS on the implementation of the recommendations of the Board of Auditors, 2000-2001

8. Reports to the Economic and Social Council

9. Follow-up to UNAIDS Programme Coordinating Board meeting

   - UNDP follow-up to the UNAIDS Programme Coordinating Board meeting
   - UNFPA response: Implementing the UNAIDS Programme Coordinating Board recommendations of June 2003

UNFPA segment

10. Country programmes and related matters

- Adoption of country programmes
- Intercountry programme, 2004-2007

11. The multi-year funding framework

- The multi-year funding framework, 2004-2007

12. Other matters

- Review of the WHO/UNICEF/UNFPA Coordinating Committee on Health

JOINT SESSION of the Executive Boards of UNDP/UNFPA and of UNICEF with the participation of the Executive Board of WFP (23 and 26 January 2004)

Annual session: 14 - 25 June 2004 (Geneva)

1. Organizational matters

- Adoption of the agenda and work plan for the session
- Adoption of the report on the first regular session 2004

UNDP segment

2. Annual report of the Administrator

- Annual report of the Administrator 2003
- Reports of the Joint Inspection Unit
- Statistical annex
- Progress report on the implementation of the multi-year funding framework
- Final report on the Business Plans 2000-2003

3. United Nations Capital Development Fund

- Results-oriented annual report

4. Funding commitments to UNDP

- Status of regular funding commitments to UNDP

5. Country programmes and related matters

- Draft country programme documents
- Extensions of country cooperation frameworks

6. Human Development Report

- Human Development Report - in accordance with GA resolution 57/264

7. United Nations Office for Project Services

   - Annual report of the Executive Director

8. United Nations Volunteers

   - United Nations Volunteers – Report of the Administrator
   -

9. Evaluation

   - Management response to the evaluation of the role of UNDP in the PRSP process

Joint UNDP/UNFPA segment

10. Internal audit and oversight

    - Reports of UNDP, UNFPA and UNOPS on internal audit and oversight

11. Programming process

    - Report on progress in implementing decision 2001/11
    - Report on joint programming

12. Field visits

    - Reports on field visits

UNFPA segment

13. Report of the Executive Director for 2003

14. Funding commitments to UNFPA

    - Report on funding commitments to UNFPA

15. Country programmes and related matters

    - Draft country programme documents
    - Note on assistance to Myanmar

16. Evaluation

    - Periodic report on evaluation

17. Other matters

Special event (Theme to be decided)

Second regular session: 20 - 24 September 2004

1. Organizational matters

   - Adoption of the agenda and work plan for the session
   - Adoption of the report on the annual session 2004
   - Draft work plan for 2005

UNDP segment

2. Financial, budgetary and administrative matters

   - Annual review of the financial situation, 2003
   - Information on United Nations system technical cooperation expenditures
   - Report on cost recovery policy
   - Report of the Inter-Agency Procurement Services Office for the biennium 2002-2003
   - Statistical report of IAPSO

3. Multi-year funding framework

   - Report on the implementation of the multi-year funding framework
   -

4. Evaluation

   - Annual report of the Administrator on evaluation

5. Country programmes and related matters

   - Draft country programme documents

6. UNOPS: Financial, budgetary and administrative matters

   - Annual review of the financial situation

UNFPA segment

7. Financial, budgetary and administrative matters

   - Annual financial review, 2003
   - Revision of financial regulations and rules
   - Report on a revised policy for overhead cost recovery
   - Report of the Advisory Committee on Administrative and Budgetary Questions

8. Country programmes and related matters

   - Draft country programme documents

9. Technical Advisory Programme

   - Report on a midterm review of the Technical Advisory Programme

10. Other matters